

**State of Tennessee  
Department of Children's Services  
Records Retention  
Alphabetical Order by Record Series Title**

**Accounting Records**

<b>RDA Number</b>	<b>Records Title and Description</b>
<b>R2509</b>	<b>Closed Children's Trust Account Ledgers Approved: January 10, 1994, Revised October 15, 2002</b>  <b>CHILD SPECIFIC FINANCIAL AND TRUST INFORMATION DETAILING AMOUNTS RECEIVED, EXPENDED, AND IF ANY, FUNDS THAT WERE RETURNED TO THE FEDERAL GOVERNMENT UPON CHILD'S RELEASE FROM CUSTODY.</b>
<b>Disposition</b>	<b>THE FILES ARE TO BE CUT OFF UPON CHILD'S 21<sup>st</sup> BIRTHDAY, MAINTAIN IN AGENCY SIX (6) YEAR(S); THEN DESTROY AFTER AUDIT.</b>
<b>2984</b>	<b>Regional Child Welfare Benefit Case File (Approved: Feb 21, 2008)</b>  <b>CHILD SPECIFIC INFORMATION TO HELP DETERMINE IF A STATE IS IN COMPLIANCE WITH THE FEDERAL IV-E CHILD ELIGIBILITY REQUIREMENTS AND TO VALIDATE THE BASIS OF A STATE'S FINANCIAL CLAIMS TO ENSURE THAT APPROPRIATE PAYMENTS WERE MADE ON BEHALF OF ELIGIBLE HOMES AND INSTITUTIONS.</b>
<b>Disposition</b>	<b>FILES ARE TO BE CUT OF AT THE END OF EACH FISCAL YEAR FOLLOWING THE CHILD'S 24<sup>TH</sup> BIRTHDAY. THEY ARE TO BE MAINTAINED IN THE AGENCY FOR 7 YEARS AND THEN DESTROYED.</b>